

**Loyola University Department of Counseling
Supervision Agreement Form**

PLEASE PRINT

Student: _____ Supervisor: _____

Semester: _____ Year: _____

Circle: Practicum Internship I (specify if half _____) Internship II (specify if half _____)

Purpose, Goals, Objectives

1. Monitor and ensure welfare of clients seen by supervisee (*Communication Skills and Abilities, 3.b., 5, 6, 7*)
2. Promote development of supervisee's professional counselor identity and competence (*Communication Skills and Abilities, 1-9; Conceptualization, 1*)
3. Fulfill academic requirement for supervisee's clinical training (*Supervision, 1-5*)

Supervision

1. One (1) clock hour of individual supervision will be conducted, with tape provided by supervisee (*Supervision, 5*)
2. Supervision will revolve around counseling conducted at the supervisee's clinical site
3. Individual supervision will be conducted in supervisor's office on _____ (day of week), from _____ to _____ (time), where tapes of supervisee counseling skills are viewed. (*Professional Responsibility, 5-6*).

Method of Evaluation

1. Continuous feedback will be provided by the supervisor during each session, and a formal evaluation, using the Professional Counseling Performance Evaluation Form, will be conducted at mid-term and at the conclusion of the semester. (*Supervision, 1-3*)
2. Specific feedback provided by the supervisor will focus on supervisee's demonstrated counseling skills, clinical documentation, and other issues. (*Supervision, 1-3*)
3. Supervisee may evaluate supervisor at any time during the semester. (*Supervision, 4*)

Duties and Responsibilities of Supervisor

1. Examine client presenting complaints and treatment plans (*Communication Skills and Abilities, 7*)
2. View digital video/audio of supervisee's counseling sessions
3. Challenge supervisee to justify approach and techniques used (*Conceptualization, 1*)
4. Monitor supervisee's basic attending skills (*Communication Skills and Abilities, 2.a.-k.*)
5. Support supervisee's development as a counselor
6. Present and model appropriate directives
7. Intervene when client welfare is at risk (*Competence, 3*)
8. Ensure that ethical guidelines are upheld (*Communication Skills and Abilities, 9*)

Duties and Responsibilities: _____

Duties and Responsibilities of Supervisee

1. Uphold ethical guidelines (*Communication Skills and Abilities, 9; Professional Responsibility, 1; Integrity, 1-5*)
2. View counseling session digital video/audio in preparation of weekly supervision (*Supervision, 5*)
3. Be prepared to discuss all client cases; have client session digital video/audio ready to review in weekly supervision sessions (*Supervision, 5*)
4. Arrive on time and prepared with goals for the weekly supervision (i.e. questions, concerns, cases to process) (*Supervision, 5; Professional Responsibility, 5-6*)
5. Justify client case conceptualizations made and approach and techniques used (*Conceptualization, 1*)
6. Consult with site-supervisor in cases of emergency (*Competence, 1-4*)
7. Implement supervisory directives in subsequent session (*Communication Skills and Abilities, 7*)
8. Communicate with supervisor any conflicts in supervision, at site, or in directives given (*Communication Skills and Abilities, 1*)
9. In the event of emergency, supervisee is to contact supervisor immediately (*Competence, 1-4*)

Goals and Responsibilities: _____

Supervision Session Format

1. Supervisee’s digital video/audio will be reviewed and evaluated each session (*Supervision, 1-5*)
2. Issues related to supervisee’s professional development will be discussed (*Supervision, 1-5*)
3. Sessions will be used to discuss issues of conflict and failure of either party to abide by directives outlined here in contract. (*Supervision, 5; Communication Skills and Abilities, 1*)

Terms of Contract

This contract is subject to revision at any time, upon the request of either the supervisor or supervisee. A review of the contract will be made at midterm, and revisions will be made only with a written consent of supervisee and approval of supervisor. All revisions must be made in writing and signed by both the supervisor and supervisee.

We agree, to the best of our ability, to uphold the directives specified in this supervision contract and to conduct our professional behavior according to the ethical principles of our professional association.

Supervisor: _____ Date: _____

Supervisee: _____ Date: _____